

# EMPLOYMENT OPPORTUNITY

20 East Sixth Street • Tempe, Arizona 85281 • 480/350-8276 • TDD 480/350-8400  
<http://www.tempe.gov>

Committed to Equal Opportunity and Reasonable Accommodation



## **COURT SERVICES SPECIALIST I/II (Tempe Municipal Court) Recruitment Code #: 300202**

**OPENING DATE:** September 2, 2008

**CLOSING DATE:** September 16, 2008

### **ANNUAL SALARY RANGE**

Level I: \$33,600 - \$45,368

Level II: \$37,089 - \$50,075

Both the Level I and II are FLSA Non-Exempt – eligible for overtime compensation and/or compensatory time.

Employees in this position are represented by the Service Employees International Union (SEIU).

### **MINIMUM QUALIFICATIONS**

#### **Education:**

Both levels require the equivalent to completion of the twelfth grade. Additional specialized training in word processing, filing and record keeping, or related field is desirable.

#### **Work Experience:**

**Level I:** Requires the equivalent to two (2) years of full-time general clerical experience, including some public service contact, preferably in a court or law office, or one year of responsible clerical or customer service experience in a court.

**Level II:** Requires the equivalent to three (3) years of full-time clerical support experience, including considerable public service responsibility, in a court.

*Candidates must have the minimum amount of work experience. Education will not substitute for the required work experience; however, related unpaid and/or volunteer work experience may be used as qualifying work experience.*

### **ADDITIONAL QUALIFICATIONS**

Bilingual (Spanish/English) verbal and written communication skills are also desirable. Successful completion of probationary period is contingent upon passing an FBI background investigation. If requesting veteran's preference, the appropriate DD214 must be attached at the time of application.

### **REPRESENTATIVE DUTIES**

For the complete job description go to: <http://www.tempe.gov/jims>

- Organize and prepare the court docket; arrange hearing, trial and sentencing dates with attorneys and defendants; coordinate court dates with police personnel; distribute trial calendars.
- Prepare and review a variety of court documents including notices of trial dates, delinquencies in payments, refunds, forfeitures, revocations, judgments, dispositions and court calendars; type summons and warrants; file and reclaim file folders and court records.
- Issue, record and process warrants; research computer data for prior warrants, violations and other pertinent data; prepare "show cause" orders and notifications for payment of bonds; verify indigency status and other matters of record.

- Perform a variety of computer data entry functions, review computer data and correct errors; assist Judges and other staff by recording and dispersing information as requested, calling juries and providing related clerical support.
- Set, log and notify appropriate parties regarding hearings for motions, evidentiary motions, and domestic violence orders; issue subpoenas for defendants and defense attorneys; issue court summons for witnesses and parties involved in cases.
- Assist in screening applicants for orders of protection and harassment injunctions; assist applicants in completing required forms; collect appropriate fees, update files and forward to appropriate law enforcement authorities.
- Respond to and resolve difficult and sensitive defendant requests and citizen inquiries and complaints; answer questions and provide service and information to the public regarding the policies and procedures of the Court.
- Record monies posted for bonds, civil deposits, public defender, restitution and fines; post cash reconciliation report, compute cash reconciliations of general ledger and confirm balance sheet; inform violators of amounts due; accept fine payments from defendants; issue receipts for payment; process cash and paper bonds accordingly.
- Type and prepare correspondence, forms and reports such as reinstatement letters, jail commitment orders, check requests and other Court documents for City departments and other governmental agencies; maintain files and records and provide assistance in all areas of court operations as needed.
- Code defaulted citations for license suspension; inform the Department of Motor Vehicles (DMV) of defaulted citations.
- Call jurors and maintain the jury panel; act as bailiff for court actions as required; prepare courtroom, judge's bench and daily paperwork.
- Prepare monthly statistical reports as required.
- Perform related duties as assigned.

### **SELECTION CRITERIA**

An official City of Tempe application must be filled out in order to be considered for this position. Applicants whose experience and training most closely suit the needs of the City may be selected for further testing/interviews. The City of Tempe conducts thorough background checks. Falsifying information or lying during any stage of the selection/hiring process will make you ineligible for new or continued City employment.

**EAB/mcp**



# City of Tempe / Application for Employment

City of Tempe / Human Resources / 20 East Sixth Street / Tempe AZ 85281 / (480) 350-8276 / TDD (480) 350-8400 / <http://www.tempe.gov>

**The City of Tempe is an Equal Opportunity / Reasonable Accommodation Employer.**

***The City of Tempe Promotes a Drug and Alcohol Free Workplace.***

## **DIRECTIONS:**

Read the recruitment bulletin before completing this application - request a copy if not provided. Answer all questions completely including any supplemental forms. Type or print neatly in black ink. Sign this application and all other forms. Any omission, misstatement, or falsification may be cause for rejection of this application, removal of your name from an eligibility list, or discharge from City Service.

1. Position Applying For: \_\_\_\_\_ Recruitment Code (RC#): \_\_\_\_\_
2. Name (Last, First, Middle Initial): \_\_\_\_\_
3. Social Security Number: \_\_\_\_\_
4. Mailing Address: \_\_\_\_\_  
Street Address City State Zip
5. Phone Number: HOME: \_\_\_\_\_ WORK: \_\_\_\_\_
6. Driver's License (Number, State, Class): \_\_\_\_\_
7. Are you a U.S. Citizen or a non-U.S. Citizen authorized to work in the United States? Yes No
8. Have you ever worked for the City of Tempe? Yes No If Yes, from \_\_\_\_\_ (Mo/Yr) to \_\_\_\_\_ (Mo/Yr)  
If you are a current City of Tempe employee, are you: Temporary? Regular?  
Have you completed your initial six (6) month probationary period? Yes No
9. To assist us with verifying previous work experience and /or education, please list other names you have gone by:  
\_\_\_\_\_
10. Type of position you will accept: Full Time Part Time Regular Temporary
11. Are you claiming Civil Service Preference for Veteran's under ARS 38-492:
  - As a qualified or disabled veteran? Yes No If yes, you must submit Form DD214, or certification from the Veteran's Administration.
  - As a spouse of an eligible veteran pursuant to ARS 38-492(D)? Yes No If yes, you must submit Form DD214, or certification from the Veteran's Administration.
12. Are you related to any member of the Tempe City Council or any Tempe Commission/Board Member, or any City of Tempe employee? Yes No If Yes, indicate his/her **Name, Position, and Relationship to you:**  
\_\_\_\_\_

**DO NOT WRITE BELOW THIS LINE - TURN PAGE AND CONTINUE**

Q ☐ NQ ☐ A ☐ B ☐ C ☐ Application Entered ☐

HR Review ☐ \_\_\_\_\_  
Date

Department Review ☐ \_\_\_\_\_  
Date

***Proof of Education and/or Professional Registration(s), License(s), and Certification(s) will be required prior to hire/promotion.***

13. Do you have a High School Diploma or a G.E.D.?      Yes      No

14. Education from an **Accredited** College/University:

College:	Major:	Type of Degree:	Degree Completed:	Credit Hours:
			Yes    No	
			Yes    No	
			Yes    No	
			Yes    No	

15. Trade and/or Technical Schools:

Trade/Technical School:	Subject Studied:	Type of Degree:	Degree Completed:	Credit Hours:
			Yes    No	
			Yes    No	

16a. Professional Registration(s), License(s), and/or Certification(s) you possess ***that relate to this position:***

Type of Professional Registration, License, and/or Certification:	License Number (if applicable):	Date Received:	Expiration Date (if applicable):

16b. Special training ***that relates to this position:***

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17. List computer software program(s) with which you are proficient in operating ***that relate to this position:***

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18. List equipment with which you are proficient in operating ***that relate to this position:***

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19. Language Proficiency (Other than English):

Language:	Speak:	Read:	Write:
	Yes    No	Yes    No	Yes    No
	Yes    No	Yes    No	Yes    No
	Yes    No	Yes    No	Yes    No

20. **May we contact your current employer if you are considered for hire/promotion?**      Yes      No

***You may make copies and use as many of these sheets as necessary to continue your employment history.***

Begin with your present or most recent position. List all jobs, paid or volunteer, for at least the past ten years. Your qualifications will be evaluated **solely** on the application form and, if applicable, any supplemental questionnaire(s).

RESUMES MAY **NOT** BE SUBSTITUTED FOR THE REQUESTED INFORMATION.

**DO NOT WRITE "SEE RESUME" IN THE SPACES BELOW.**

Employer:	Type of Business:
Address:	Phone:
Job Title:	Number of Employees Supervised:
Supervisor (Name/Title/Phone):	
Employment Dates: from (Mo/Yr) to (Mo/Yr)	Total Time Employed: Yrs Mos
Hours Per Week:	Present/Ending Wage: \$ Per
Work Performed:	
Reason for Leaving:	

Employer:	Type of Business:
Address:	Phone:
Job Title:	Number of Employees Supervised:
Supervisor (Name/Title/Phone):	
Employment Dates: from (Mo/Yr) to (Mo/Yr)	Total Time Employed: Yrs Mos
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Hours Per Week:	Ending Wage: \$ Per
Work Performed:	
Reason for Leaving:	

21. Have you ever been requested or forced to resign from a position for misconduct or unsatisfactory service?

Yes No If Yes, please explain:

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22. Have you ever been convicted of a **misdemeanor** or **felony** (other than minor/civil traffic offenses), placed on probation, fined or given a suspended sentence (include military trial convictions)?

*Note: Reckless operation, hit-and-run, D.U.I., excessive speeding, and similar charges are NOT considered minor traffic offenses. Moreover, an excessive number of traffic violations (including minor/civil offenses) should be reported.*

Yes No If Yes, provide charges, dates and locations:

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**Convictions will not automatically bar an applicant from employment for City jobs. The relationship of the conviction to the job, as well as its severity, the passage of time, and subsequent job performance will all be considered.**

**PLEASE READ THIS STATEMENT AND CAREFULLY REVIEW YOUR ENTIRE APPLICATION MATERIAL .**

I certify that all statements made on the application form and, if applicable, any supplemental questionnaire(s) are true and complete. I understand that any omission, misstatement, or falsification may be cause for rejection of this application, removal of my name from an eligibility list(s), and/or discharge from City Service. In addition, I authorize any individual, company, organization, or institution to release any and all information concerning statements made by me on this application, and I do hereby release all parties and individuals connected therewith from all liabilities for any damages whatsoever incurred in furnishing such information.

By checking this box and typing your name below, you certify that you have read and understand the above paragraph.

Print Applicant's Name: \_\_\_\_\_ Date\_\_\_\_\_

Applicant Signature\_\_\_\_\_ Date\_\_\_\_\_

***The City of Tempe does not accept faxed copies of applications.***



## Optional Employment Data Record

Completing ethnicity, gender, age and disability information is **OPTIONAL**; it is used for statistical reporting purposes only. It is **NOT** disclosed to the hiring department.

Position Applied for: \_\_\_\_\_ RC#: \_\_\_\_\_

Name: \_\_\_\_\_ Date: \_\_\_\_\_  
Last First

Gender: Female Male

Disabled: Yes No

**Ethnic Group:**

White

Black

Hispanic

Asian

American Indian

Other

**Age Group:**

16 and under

17 – 20

21 – 29

30 – 39

40 +

Highest grade completed: \_\_\_\_\_

How did you hear about this position: \_\_\_\_\_